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AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

GLASSBORO, N. J.

AND

THE GLASSBORO TEACHERS ASSOCIATION

1970 - 1971

Article IV continued

waive this procedure and refer the grievance to a mutually agreed upon fact-finder.

7. The grievant and the Board may utilize the services of a mutually agreed upon fact-finder. The fact-finder shall render his facts and representations within twenty (20) school days. The Board of Education, after consideration of the fact-finders report shall render a decision within ten (10) days.

8. The costs for the services of the fact-finder, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board, the individual if acting on his own behalf, or the GTA representative acting on his or its own behalf. Any other expenses incurred shall be paid by the party incurring the same.

9. All records dealing with processing of a grievance shall be retained in a separate file in the office of the Superintendent of Schools. They shall be held in strict confidence as a protection to the individual employee and in respect to the right to privacy.

10. It shall be the general practice to process grievance procedures during time which does not interfere with assigned duties, provided however, in the event it is agreed by the Board to hold proceedings during the school day, a teacher participating at any level of the procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

11. An individual employee or the GTA representative during the course of the processing of a grievance shall continue to follow administrative directives, and Board policy.

12. If the grievant does not utilize the services of a fact-finder nor appeals the Board's decision to the Commissioner of Education's office within 31 days of the Board's review decision, the grievance shall be considered to be waived.

## ARTICLE VI

### Change of Degree and Salary Status

A. Any teacher planning to advance to the next professional training level on the salary schedule should inform the Superintendent, in writing, as soon as the requirements for advancement have been met.

B. Advancement on the salary schedule will be made thirty days after the receipt of the official confirmation of the advancement by the Superintendent's office. Official confirmation shall be in the form of a college transcript or if more expeditious, a letter from a college or university official. To be eligible for the September 20 payroll teachers must submit confirmation on or before August 20.

## ARTICLE VII

### Reimbursement for Professional Courses

A. Any teacher taking professional courses at an accredited institution toward a degree, towards a pre-determined educational goal, or courses in their teaching area, upon approval by the Superintendent, shall have one-half (1/2) of the cost of tuition, laboratory fees and books up to \$200 per year paid by the Board of Education. Within the above framework, the first three (3) credits for the year, up to \$75.00 will be paid in full. The Superintendent will approve of all courses or graduate programs prior to enrollment. Applications will be made in writing. Teachers will be expected to pursue course work in their teaching fields or in closely related fields.

B. The tuition reimbursement period shall cover September 1, 1970 through August 31, 1971. Application for reimbursement for professional courses will be submitted to the Superintendent's office by October 1.

C. Payment will be made in October of the school year following the year in which the courses were taken, contingent upon the receipt of official transcripts showing passing grades, and upon presentation of proper receipts for tuition and book expenditures, and the teachers return to the Glassboro School System.

## ARTICLE VIII

### Consultative Process

A. The Superintendent shall evolve appropriate channels for intercommunication and consultation with staff in the development of recommendations for planning educational programs, and school facilities.

B. The District Advisory Council shall be composed of representatives elected by teachers as follows:

- two representatives from the High School
- two representatives from the Intermediate School
- two representatives from the Academy St. School
- one representative from the J. Harvey Rodgers School
- one representative from the Elsmere School
- one representative from the Campus School
- the Superintendent of Schools
- one representative from Administrative Council
- and such members as the Superintendent of Schools shall deem necessary

At least one of each building's representatives shall be from its Principal's Advisory Committee.

C. The Superintendent shall review and give consideration to such recommendations submitted by the District Advisory Council. He shall inform the Board of such recommendations when presenting recommendations or reports of administrative rules and regulations.

## ARTICLE IX

### Teacher Absence

#### A. Sick Leave

1. Absence for personal illness or personal injury allowed up to ten (10) days without pay deduction. Medical verification may be required. Proportional sick leave time will be granted to part-time teachers under contract.
2. If less than ten (10) days of sick leave are used during a school year, balance of unused time to be cumulative without limit.
3. Should all accumulated sick leave of an employee be depleted in any one year, upon the presentation of a medical certificate requesting further sick leave, a leave of absence for a maximum of 30 additional school days shall be granted to any district employee who has been in the employ of the Board of Education for a period of 5 years or more, and such employee shall receive the difference between their salary and that paid a substitute.

Note: For a 10 month position, the daily rate shall be 1/200 of annual salary.

For a 12 month position, the daily rate shall be 1/240 of annual salary.

#### B. Other Absence

1. Family Illness - In cases of critical illness in family requiring a teacher's presence, absence allowed without deduction. This is to be emergency only and not extended to personal care of members of teacher's family. The period is to be from one (1) to five (5) days at the discretion of the Superintendent of Schools.
2. Personal Leave - Teachers under contract may be allowed leave without pay deduction for a maximum of two days during each school year for the following reasons:
  - (a) Recognition of a religious holiday
  - (b) Marriage or graduation of employee or in the immediate family (as defined in D)
  - (c) Personal business which cannot be handled outside of school hours.

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- (d) Any other emergency reason not included above, if approved by the Superintendent.

Application for personal leave shall be initially made to the building principal at least five days before such leave is to begin. All requests for personal leave will be approved by the Superintendent. In serious emergencies requests may be immediately granted by the principal.

Personal leave days shall not cumulate. For the protection of the teacher and for proper payroll accounting and audit, personal leave days must be accounted for and reported to the Superintendent.

- 3. Quarantine - Absences due to quarantine not involving personal illness allowed without deduction upon filing of certificate of quarantining officer.
- 4. Other leaves of absence with pay may be granted by the Board upon the Superintendent's recommendation.

C. Maternity Leave

- 1. A married teacher of the district shall notify their principal in writing as soon as she is three months pregnant.
- 2. Tenure employees of the Board of Education shall, as soon as she is three months pregnant, apply for a leave of absence without pay to begin as soon as suitable substitute is found. Leave is to commence not later than the sixth month of pregnancy.
- 3. Leave of absence for tenured employees to extend for one year following the birth of the child, and as much longer as may be required to terminate on the next succeeding September 1st.
- 4. In the event that normal conditions attendant upon pregnancy and birth do not prevail, or other extenuating circumstances exist, the employee may apply to the Board of Education for permission to return to her position prior to the termination of the period for which leave was granted.
- 5. Non-tenured employees will be granted a maternity leave without pay for the duration of the contract year beginning as soon as a suitable substitute can be found. Leave is to commence not later than the sixth month of pregnancy. Non-tenured employees

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may re-apply for assignment one year following the birth of the child with employment beginning on the succeeding September. The provisions of paragraph four (4) will apply to non-tenured teachers.

6. Where a known pregnancy exists the employee shall not sign a contract nor begin a new year of teaching.
7. Salary determination after maternity leave shall be based on the salary guide in effect upon return.
8. Experience credit shall be granted for the school year if the teacher was actively employed for five (5) or more months during the school year prior to the maternity leave.

D. Days For Funerals

Absence due to death in immediate family is allowed without deduction up to five (5) days. Immediate family to mean husband, wife, father, child, mother, siblings, parents-in-law, or member of the household.

E. Court Order

Absence due to required appearance in a court of law involving no moral turpitude on the part of the employee, and not involving an employee's suit against the board, no deduction will be made for a period not to exceed five (5) days, provided proof of such appearance is filed with the Board of Education.

F. Jury Duty

In the event that an employee is required to serve as a juror, he shall be paid his salary in full for that period of time in which he serves.

The amount of money received by the employee for his jury service shall be submitted as a reimbursement to the Board of Education for the salary received.



## ARTICLE X

### Sabbatical Leave

A. The Board of Education may, upon the recommendation of the Superintendent and the Principal concerned, grant a sabbatical leave to a full-time professional staff member who has completed seven consecutive years within the Glassboro Public School System.

B. No more than three (3) members of the professional staff may be on sabbatical leave in any school year.

C. Leave shall be granted for one (1) year at half (1/2) salary, or 1/2 year at full salary for the 1/2 year. The awarding of 1/2 year sabbatical leave will be predicated upon the availability of an administratively approved certificated teacher as the replacement. Award of a grant or fellowship shall not affect this stipend. No person will accept employment while on sabbatical leave unless approved by the Glassboro Board of Education.

D. Leave shall be for the purpose of study, travel-study, or other activities which are determined to be directly related to professional improvement. Granting of leave shall not imply a change of position or promotion related to the sabbatical activity.

E. A person desiring sabbatical leave must place a written request with the Superintendent describing in detail the reasons, plans, and dates. Requests for sabbatical leave must be in the Superintendent of Schools' office on or before May 1st of the year prior to the sabbatical. This deadline may be waived at the discretion of the Superintendent. The Board of Education will act on sabbatical leave requests at a regularly scheduled Board of Education meeting.

F. The teacher shall indicate agreement to stay in the system for two (2) years after the expiration of such leave, or in case of resignation within two (2) years, refund to the Board such proportion of the salary paid during the leave of absence as the unexpired proportion of two (2) years shall bear to said period.

## ARTICLE XI

### Attendance at Conventions and Meetings

A. Attendance of teachers and those assigned other responsibilities by the Board to conventions and clinics shall be handled on an individual request basis. Where the Superintendent recommends and the Board grants permission to attend, except in extreme cases, teachers and those assigned other responsibilities shall not be away from their classes more than two school days. Expenses for conventions, clinics, etc., shall be paid on the following basis:

1. When the Board of Education requests that someone attend a meeting or convention, expenses will be paid and no deduction in salary made.

2. When the staff member requests and receives permission to attend a meeting or convention, transportation at the rate of 10 cents per mile will be paid.

3. When a teacher requests and the request is granted to attend a convention, the Board of Education will pay transportation and up to \$25.00 per day for other expenses, meals, lodging, etc.

4. When a teacher requests and is permitted to attend a convention and is commuting, actual expenses, other than transportation itemized up to \$10 per day shall be allowed.

5. Registration fees for any one convention at which attendance is authorized, shall be paid by the Board of Education.

6. When an organization to which a staff member belongs requests that the member attend a meeting or convention, no deduction will be made in salary.

7. When a staff member is requested by the Board of Education to sponsor a group of pupils on a trip or to a meeting, expenses will be paid and no deduction in salary made.

8. An itemized account, with any receipts, shall be submitted for reimbursement of expenses.

9. A professional association or organization may initiate a request for teacher attendance at a convention, through the Board, GTA, or Superintendent for an individual teacher.

## ARTICLE XII

### Equivalency Credit

A. Equivalency credit recognizes that formal courses in subject matter and methodology serve as only one method for teachers to improve professionally. In granting equivalency credits the beneficial educational value to the school system of the teacher's activities, will be of singular importance.

B. Equivalency credit applications will be reviewed in advance by the District Advisory Council. Forms will be provided for this purpose. Recommendations will be forwarded to the Superintendent. Final approval of the Board of Education is required. At the conclusion of such activity, a second review will be made by the Council, the Superintendent, and the Board to determine its value to the school system. The granting of equivalency credits will be determined on the basis of this evaluation.

#### C. Equivalency credit activities

1. Formalized In-Service Programs - Formal workshops and inservice courses that are sponsored either by the Glassboro Board of Education, other school systems, or institutions, and organizations that do not grant academic credit. The amount of credit approved for such programs will be dependent upon attendance requirements and outside preparation. In general, college standards are followed.
2. "Original Writing" shall be defined as ideas expressed first-hand by the writer as opposed to a compilation or interpretation of material written by others. An article of not less than one thousand words published in a current educational magazine or a published book on education may be eligible for equivalency credit. A maximum of 3 semester hours of credit may be earned in this area.
3. Research projects resulting in the compilation and/or publication of data of special significance to the school system are eligible. Research proposals must be developed in consultation with the director of pupil services and approved in advance by the Superintendent of Schools. This is not intended to include work which a teacher would do as a part of his normal responsibilities. A maximum of 3 semester hours of credit may be earned in this area.

D. A maximum of six (6) equivalency credits may be used for movement to the next step on the salary schedule.

E. Only teachers who are permanently certified in their field are eligible to receive equivalency credit.

## ARTICLE XIII

### School Calendar

A. The GTA will submit to the Superintendent prior to February 1 of each year, its recommendations with respect to the school calendar for the ensuing school year.

B. The Superintendent in determining his recommendation to the Board of Education will consider the recommendations of the GTA and will consult with the GTA prior to the adoption of the official school calendar.

SUPPLEMENTS TO 1970 - 1971 TEACHERS SALARY SCHEDULE

A. Music Teachers Extra Curricular Activities

	<u>1969-70</u>	<u>1970-71</u>
Marching Band Director	\$ 500	\$ 650
Broadway Show Director	500	650
Business Manager	150	175

B. Guidance Counselors

1.10 for 11 months for guidance counselors with provisional certificates

1.15 for 11 months for guidance counselors with permanent certificates

C. The pay for Bedside Instruction shall be \$5.00 per hour

D. The Board shall pay each employee's individual contribution to the approved hospitalization plan.

## ARTICLE XIV

### Duration of Agreement

This Agreement shall be effective as of July 1, 1970 and shall continue in effect until June 30, 1970. Collective negotiations concerning the terms and conditions of employment shall commence no later than October 1, of the year preceding the expiration date of the Agreement. This Agreement may be extended upon the mutual agreement of the respective parties.

This written agreement incorporates the entire understanding of the respective parties concerning the terms and conditions of employment which were the subject of collective negotiations.

The respective parties agree to follow the procedures outlined in the Agreement and will use no other legal channels to resolve any questions or proposal until the procedures within the Agreement are fully exhausted.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

Dated this 14<sup>th</sup> day of February 1970, Board of Education of the Borough of Glassboro, County of Gloucester.

### GLASSBORO TEACHERS ASSOCIATION

BY: Gordon F. Johnson, President

BY: Marilyn Watts, Secretary

### GLASSBORO BOARD OF EDUCATION

BY: Thomas E. Bowe, President

BY: Harry Young, Jr., Secretary